ILC – Visitors, Users and New Employees

This policy addresses the appropriate steps to ensure that all people arriving to work onsite in any capacity with the ILC Group receive the necessary information and resources.

Arrival Notification
Naomi Nagahashi, ILC Admin Lead, must receive the following information via email at least 10 business days prior to arrival:

- Name of arriving person and their home institution
- Dates of arrival and expected departure
- Host/supervisor at SLAC
- Capacity – user, visitor, employee (need specific classification)
- A description of what person is planning to do at SLAC which includes equipment that they are bringing and support that they will need, i.e. hardware or beam time.
- Financial arrangements – who will pay for salary, housing, travel, visa, etc.
- Copy of invitation letter if already issued or specific directions for preparation

Coordination
The ILC Admin will maintain the database of all incoming people and distribute the information as received to the following resource people as appropriate:

- Orientation to department (information sheet and checklist) – Naomi Nagahashi
- Identification cards – Naomi Nagahashi
- Auto registration – Naomi Nagahashi
- Telephone – Naomi Nagahashi
- Computing requirements (email address, access, software, hardware) – Nick Arias
- Office space and access – Nick Arias
- Budget and financial impacts (charge number, fund source) – Cindy Lowe
- Timesheet arrangements – Cindy Lowe
- Training and safety requirements – Keith Jobe

The resource people will inform the ILC Admin Lead as their requirements are completed so that the database can be updated.

Departure Notification
Naomi Nagahashi, ILC Admin Lead, must receive notification of the final departure date via email at least 10 business days in advance. She will coordinate checkout requirements and continuing arrangements with the appropriate resource people.